

## RLC PAC Meeting Minutes- (December 11<sup>th</sup> 2024)

ATTENDEES		
Jill-Chair	Kelsey	
Tiffany Co-Chair	Heidi	
Diane Treasurer	Kelly	
Andrea –Secretary	Mr Buemann- Principal	

**Location:** RLC Library 5990 Todd Rd

**Call to Order:** 6:04 pm

### 1. Welcome, Introduction and Guests

- Additions or correction to Agenda
- Agenda was posted prior to meeting

### 2. Minutes of previous meeting (November 13<sup>th</sup>)

- **Motion** to adopt minutes as presented: Andrea second: Diane motion carried by all in favour

### 3. Correspondence

- PAC received a thank you card from classes attending Harper mountain trip, will be posted in the PAC room.

### 4. Treasurer's Report (Diane)

- **Bank account balances to end of November:**
- **-Chequing account: \$35 130.53**
- **-Gaming account: \$27 176.02**
- **Total=\$62 306.55**

\*\*In RLC safe but not accounted for in bank totals is:

- \$1762.55 from the Welcome Back BBQ
- \$69.50 from movie night and hot lunch
- \$1138.40 from Craft Fair

TOTAL CASH IN SAFE: \$2970.45

Question: Should we deposit or keep for floats? Decided to hold depositing till after Elf sale

Recent Activity:

- Mrs Beattie's drying rack was purchased \$126.05 – arrived and is in use
- Snow toys have arrived for primaries \$89.58
- Kids have attended Beauty and the Beast - we contributed \$3000.00
- Kids going tubing at Harper last week of school - we contributed \$2320.00
- Mrs Gibbons primary Craft Club has purchased \$365 of \$450 designated for her.
- Fundraiser incomes to follow

- Craft fair gaming license was acquired for basket raffle and GERR (Gaming Event Revenue Report) has been filed
- Progress with bank account: We have successfully opened an account with Interior Savings (BEEM) Credit Union but lots of details yet to clean up to have all 3 proposed accounts (chequing, gaming, savings for bike repairs) to be up and functional and have our funds transferred from CIBC.
- Postal strike may make some steps more time consuming like ordering new cheques and closing the CIBC account.
- **Motion** to approve treasurer's report: Jill, Second: Tiffany motion carried by all in favour

#### 5. Staff requests: Recently Approved/Awaiting Approval

- Recently Approved: Chantelle requested snow toys for primary playground so they have something to play with since they can't all sled. \$89.58
- Awaiting Discussion: Mrs Burns attended an online workshop and paid \$29 US to extend her access time (approx \$50). The work shop was Make Math Moments and it supports our school goals in numeracy. **Motion** to reimburse Mrs. Burns her costs: Jill, Second: Kelly motion carried by all in favour.

#### 6. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mr Buemann.
- The replacement of a chrome book cart was discussed. Cost is for each tablet is around \$350, plus a \$50 fee to set up and secure the tablets. Total cost to replace 30 tablets on a cart is around \$12,000. Gaming money can't be used for chrome books. PAC is in favour of exploring funding this replace to be voted on at a later meeting.
- The replacement of 100 folding chairs was also discussed cost is around \$3100. Due to the high cost of replacing chrome books this may be a goal for next year. Gaming money can be used for this so PAC may take this route later in the year given there are time lines to spend gaming money by.

#### 7. DPAC Update (Heidi/Roxanne)

- No update from November 19<sup>th</sup> meeting, next meeting in January
- November 14<sup>th</sup> DPAC workshop (Jill, Diane, Heidi and Andrea attended) gained new knowledge around fundraiser, recruiting new members and writing constitutions and bylaws.

#### 8. Committee Reports

- Hot Lunch (Sonia) – no updates
- 2024/2025 Fundraising

- Art Cards Andrea/Chantelle – completed: profit of \$2064.46, sending cheque of \$28 for Westwold for the profits from their orders.
- Joy Catalogue Chantelle: completed profit \$430.86 – since low profit PAC is interested in exploring a new fundraiser for next year: cookie dough, Nutter’s trays, Gary’s deli, pictures with Santa were discussed.
- Craft Fair (November 30th): \$1,138.40 profit (\$780 from vendors, \$420 from raffle, 61.60 in expenses) For craft fair to continue a volunteer is needed to take over this event next year.
- Elf Sale (December 17<sup>th</sup>) donations are rolling in, kids can purchase 2 items, volunteers are need to help set up on the 16<sup>th</sup> after school and on the 17<sup>th</sup> during school hours to sell items to kids.
- West coast seeds ready to go for January 8<sup>th</sup>: Will be posted on facebook, in school weekly email and in the PAC newsletter. Flyers will also be sent out.
- Snowball dance: as no one is able to take on the full commitment of hosting this dance it has been decided to not move forward at this time. Would like to potentially have this on the calendar for the next school year.
- Raffle: (February to April) this year raffle will be hosted on an online platform- Raffle box is being explored (Cost is 7% plus stripe fee of 2.9% and \$0.30 per transaction). New raffle prize this year: PAC has applied for Westjet Community of giving program to receive 2 tickets anywhere Westjet flies. Waiting to hear back on acceptance can take up to 8 weeks.
- Spaghetti Dinner (April 10<sup>th</sup> tentative)
- Track Meet Concession Sales (May)
- Carnival (May 29<sup>th</sup>) looking to book Uncle Chris the clown, have reached out but have not received confirmation if he is available yet, Jill will follow up. First planning meeting will be after regular PAC meeting in February 2025. Need to reach out to those who assisted last year to see if they are willing to help again this year.

## 9. Other

- Bylaws and constitution (Diane and Jill): will bring topics for discussion to January meeting. A new constitution to be presented at February meeting with a vote to approve in March. 3 areas were discussed at this meeting:
  1. Process to determine who wins if a secret ballot ends in a tie, coin toss or mutual discussion
  2. Should PAC executive positions have term limits? 4 years was discussed to promote succession planning and no monopolies.
  3. Potential to move from a 4 member executive to a 5 member executive to prevent any potential stalemates in executive voting.

- PAC Award Committee needed by February looking for one more volunteer to join Jill and Andrea
- Parent Communication: How to get information to parents. Having a sign outside by the kindergarten play ground as this is where most parents are. A contest in the PAC newsletter was discussed to promote readership. Having PAC meetings on zoom was also discussed.
- Volunteers: the more support we have the more we can do discussion on how to get more regular volunteers – Ballot for every time you volunteer to be entered in draw for a prize as an incentive were discussed.

**10. Next PAC Meeting:** January 8<sup>th</sup> 2025, 6:00pm in the RLC Library

**Meeting Adjourned:** 7:58pm

## **APPENDIX 1: (December 11<sup>th</sup> 2024) Administrator's PAC Meeting Report**

### **2024-12-11 PAC Meeting Report**

#### **School Goals**

- *Numeracy - All students will meet or exceed numeracy expectations for each level.*
- Students will feel a sense of belonging and a positive connection with the adults in the building.

We continue to use PD days to support our goal of improving numeracy at RLC. Last week, we focused on not only the new strategies to use in numeracy but also how to assess and identify areas of success and areas of growth for our learners.

We would like to extend a big thank you to PAC for all their support of the Winter Concert yet again this year. Mrs Froese with the support of all staff will be sharing the story of Little Robin's Christmas. We are so fortunate to have such a musical genius in Mrs Froese. We are also fortunate to have a working sound system thanks to PAC's purchase of the new sound board this year. As a reminder, there will be two performances of the primary winter concert on Thursday (1:30 and 6:30 pm). We invite families to attend the afternoon performance if at all possible to free up space for the evening performance for those families who work during the school day.

Our Volleyball season ended on a high note with our competitive girls team making the quarter finals and our competitive boys team winning the district championship! We have ordered a banner to be raised in the gym once it arrives.

Basketball tryouts for grades 5, 6, & 7 began at the beginning of December with the last of the tryouts happening in the next week before the holidays. We hope to be able to share teams with students prior to leaving for the winter break. Students will be placed on a competitive, recreational or intramural team. Thank you to Mrs. Dagg and Mrs Anderson for coordinating the evaluations and for all of the extra time they give to our athletics teams. Thank you too to all the parents and staff who came out to the tryouts to help us sort out teams.

Student leadership has been busy planning winter activities and fun dress days (Friday is hat and scarf day) to help build the excitement of the season. Last week, they provided homemade cookies and hot chocolate to our entire student body, and coordinated card-making for seniors in our community.

Thank you to Sonia and her team of amazing volunteers who have provided hot lunches to students for the first part of the year. Our students, staff and parents appreciate a day off without having to make lunches! The extra hours and effort that goes into making hot lunches happen at RLC doesn't go unnoticed.

Finally as we look to the new year, we have a few requests to make more formally. As we continue to focus on improving the gym, we would like to purchase another two wireless headsets to be used for the concerts in December and March which would cost approximately \$1000. We would also like to purchase another 100 folding chairs for parents to use during the concerts which would cost approximately \$3100. While this isn't related to the gym, I would like to purchase another 30 Chromebooks to replace aging machines for approximately \$12000. We would appreciate any support PAC can offer for these purchases. We look forward to working with the PAC to support the students of RLC.

BLAKE BUEMANN (Principal)  
SHEILA BROWN (Vice-Principal)  
RLC / Westwold Elementary  
School District No. 73 (Kamloops-Thompson)